

## POSITION VACANCY ANNOUNCEMENT

**Announcement No.:** 10-10  
**Opening Date:** 05/06/2010  
**Closing Date:** Until filled

**Position Title/Series/Grade:** Deputy Director,  
Office of Human Resources GS-201-14

**Salary Range:** \$105,211 - \$136,771

**Location:** United States Tax Court  
Office of the Clerk  
Office of Human Resources  
Washington, DC

**Area of Consideration:** Status Candidates  
Competitive Civil Service Status Required

**\*Recruitment will continue until position is filled. Applications will be considered every two weeks from the opening date of this announcement. Qualified candidates will be certified for employment consideration.**

The United States Tax Court is a Federal court of special jurisdiction under Article 1 of the Constitution of the United States. It is headquartered in Washington, D.C., and conducts trial sessions in more than 70 cities in the United States. These trial sessions are conducted by the Court's 19 Presidentially appointed judges, a varying number of senior judges (retired judges recalled to perform judicial duties), and Special Trial Judges appointed by the Chief Judge. The Court adjudicates Federal civil tax cases and is one of the largest Federal trial courts. The Office of Human Resources is responsible for administering a comprehensive HR program, providing the full range of human resources support in the areas of recruitment, staffing and position classification, benefits, training and employee development, employee relations and performance management.

**Major Duties:** The incumbent serves as the Deputy Director of Human Resources for the United States Tax Court, performing the full range of human resources support, **with emphasis on employee relations and performance management issues.** The incumbent assists the Director of Human Resources in providing technical advice, guidance and interpretation on Court human resources (HR) policies and issues and HR laws, regulations, directives and procedures affecting human resources activity within the Court to the Chief Judge, Judicial Officers, Clerk of the Court, Managers, Supervisors and staff of the Court. Some of the specific duties of the position are as follows:

- Assists the Director in developing, maintaining and facilitating the implementation of a sound and integrated HR program for the Tax Court, through a myriad of HR activities that include the following specialties: recruitment, placement and staffing issues; position classification and position management; workers' compensation claims; performance management; employee relations issues; employee benefits administration; training and development; management advisory services; and equal employment opportunity and affirmative action.
- Provides advice and assistance to managers and employees in matters related to employee relations.
- Handles work that involves providing advice and assistance to managers and employees, program administration, research, and case management in matters related to conduct, performance, attendance, and dispute resolution.
- Assists in problem definition and assessment of alternative approaches to resolving the problem; conducts fact finding to provide necessary context and resolve disputes; assures that managers are aware of the interaction of different laws, such as those related to leave or reasonable accommodation, and of their obligations under those laws; where discipline is warranted, helps managers identify actions that are consistent with the facts and the Court's policy on discipline.
- Assists managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.
- Assists the Director in the administration of the Tax Court Judges Retirement and Survivor Annuity Plan - including the formulation, planning and execution of required procedures for the qualifications of participants. This Program is exclusive to the U.S. Tax Court. Consults with and advises the Judges of the Court regarding selected aspects of the Program.
- Assists the Director in representing the Court at meetings and conferences with other Human Resources professionals and/or officials of other government agencies. Assists in representing the Court at all third-party meetings and hearings, e.g. the U.S. Merit Systems Protection Board, the U.S. Equal Employment Opportunity Commission, State Unemployment Hearings, etc.
- Is responsible for carrying out all necessary work involving special projects and in retrieving special reports and statistics on a variety of HR issues, as deemed necessary by the Director.

### **Special Rating Factors: (Knowledge, Skills, and Abilities used in the Rating Process)**

- 1. Mastery of HR principles, concepts, laws, and regulations in all areas of human resources.**
- 2. Skill in providing advice and assistance to managers and employees in matters related to employee relations.**
- 3. Knowledge of the full range of human resources programs including position classification and management; recruitment, placement and staffing; employee benefits, training, and staff development.**
- 4. Skill in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs.**
- 5. Skill in maintaining liaison relationships with offices both within and outside the Court, and communicating effectively with employees and managers at all levels both orally and in writing.**
- 6. Ability to manage and lead others.**

**Qualifications:** Applicants must meet the qualifications as outlined in the U.S. Office of Personnel Management Qualification Standards Handbook. Applicants must have 52 weeks of specialized experience equivalent to the GS-13 grade level in the Federal Service. Applicants are subject to time-in-grade requirements. Specialized experience is experience that is related to the duties of the position to be filled and that has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties assigned. This would include providing expert advice, and assistance to managers and employees, handling program administration, conducting research and case management in matters related to employee relations and performance management in the Federal Government.

Examples of specialized experience at the GS-13 grade level may include but are not limited to: having full technical and program responsibility for human resources policies, programs, and practices of a complex and difficult nature, and of considerable.

### **How You Will Be Evaluated:**

Ratings will be based on an evaluation of your experience as it relates to the qualification requirements and on the knowledge, skills and abilities (KSA's) listed above. You should provide detailed evidence of the KSA's in your application in the form of clear, concise examples showing level of accomplishment and degree of responsibility.

**Narrative Statements:** To ensure full consideration for the subject position, applicants **MUST** submit a narrative, with detailed evidence of the Special Rating Factors in the form of clear, concise examples of accomplishment and degree of responsibility. This narrative should reflect how the applicant's employment experience and/or education relate to each rating factor listed in this announcement. This required information will be used as a source document to evaluate

applicants' qualifications for the position. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. Applicants should list each special rating factor and describe their experience, education, training, performance, awards, and other activities that reflect possession of the knowledge, skills, and abilities. Cross-referencing the application/resume and/or submitting Special Rating Factors for other positions is not acceptable.

**Additional Information:**

- Candidates must meet appropriate time-in-grade requirements.
- Candidates **MUST** submit a copy of latest SF-50 showing tenure group and promotion potential (if any).
- Relocation expenses or expenses incurred to travel for an interview will not be paid by the Tax Court.
- The Tax Court will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

**How to Apply:** Applicants must submit all application materials explained in this vacancy announcement to:

**United States Tax Court  
Office of Human Resources, Room 106  
400 Second Street, NW  
Washington, DC 20217**

**Application materials must include: A resume or OF-612; Narrative Statements - addressing the Special Rating Factors; most recent SF-50, Notification of Personnel Action, showing tenure group and promotion potential if any and the latest performance appraisal.**

All application materials must be RECEIVED IN THE OFFICE OF HUMAN RESOURCES, Room 106 by the closing date of this announcement. ABSOLUTELY NO POSTMARKS WILL BE ACCEPTED. You may fax all your application materials to (202) 521-4568 or email to **humanresources@ustaxcourt.gov**. When faxing or emailing application materials please indicate the position you are applying for and the announcement number. For additional information, call the Office of Human Resources at (202) 521-4700.

**FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.**

**The United States Tax Court is an equal opportunity employer.**